



# MORGAN SPORTS CAR CLUB

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Website [www.mscc.uk.com](http://www.mscc.uk.com)



## CENTRE SECRETARY'S INFORMATION PACK

Centre Secretaries will be notified of amendments and additions.

Compiled and Issued by the  
Centre Liaison Officer

## CONTENTS

1. DEFINITION OF A CENTRE
2. CENTRE FORMATION
3. CENTRE DISSOLUTION
4. MEMBERSHIP OF A CENTRE
5. CENTRE GOVERNANCE
6. CENTRE SECRETARY'S RESPONSIBILITIES
7. CENTRE ORGANISATION
  - 7.1 Centre AGM
  - 7.2 Financing
  - 7.3 Centre Website
  - 7.4 Regalia
  - 7.5 Communication
    - 7.5.1 Centre Letterhead
    - 7.5.2 Communication with third parties 'ON BEHALF' of MSCC Ltd
    - 7.5.3 Safeguarding against contravening the Data Protection Act
8. CHANGE OF CENTRE SECRETARY
9. OUT OF POCKET EXPENSES
10. CENTRE EVENTS
  - 10.1 Permits
  - 10.2 Certificate of Exemption
  - 10.3 Obtaining Permits and Certificates of Exemption
11. EVENTS CHECKLIST
12. CHILD PROTECTION POLICY
  - 12.1 Child Protection Checklist
13. CENTRE TOURS, HOLIDAYS & WEEKEND BREAKS
  - 13.1 Private groups
14. LOCATION OF MSCC AND CENTRE EQUIPMENT
15. MSCC SIGNING ON SHEET

## **1. DEFINITION OF A CENTRE**

Whenever a group of people join together to carry out a mutual purpose on a non profit basis an unincorporated association (Centre) comes into being.

A Centre comprises of Morgan Sports Car Club (MSCC) members and as such must abide by the rules of the MSCC.

A Centre is founded by agreement between the members'; it has no legal existence apart from the members of which it is incorporated.

No separate body with limited liability comes into being with a Centre. However this does not mean that no legal consequences follow; the members have duties and liabilities to each other.

A Centre is governed by its members. It is important to have full, up to date list of members and clear policies on admission and retirement.

## **2. CENTRE FORMATION**

Presently there are over 35 Centres within the MSCC which cover most areas of the UK. This does not preclude a group of members of the MSCC from considering establishing a new Centre within a given area. The procedure is:

- A Centre will only be recognised by the MSCC if its rules conform to the recommendations of the MSCC which are set out in this document.
- Liaise with Centre Secretaries in adjoining Centres. Consider whether it would be more appropriate to simply instigate an extra 'Noggin' for an existing Centre.
- Ensure there is a valid requirement for a new Centre by canvassing support eg. Miscellany letters page.
- Complete the 'Requesting a New Centre' form and submit it to the Company Secretary for inclusion on the agenda for the next National Committee Meeting (NCM). A new Centre must be ratified by the NCM before promoting or organising events.

To request a copy of the form please contact the Centre Liaison Officer.

## **3. CENTRE DISSOLUTION**

In the event of the Centre wishing to close, all current members of the Centre must be notified. After allowing a reasonable time for responses, the Centre Secretary should then post a notice in Miscellany with an indication of the date that he will make a formal submission to the National Committee (NC) for closure.

If the Centre has any assets, for example a bank balance, reference needs to be made to the Centre's Constitution (see Centre Organisation) for their distribution.

## **4. MEMBERSHIP OF A CENTRE**

No person can become a Centre member unless they are a current member of the MSCC or an MSCC affiliated overseas club. In the case of an MSCC affiliated overseas club the member would be entitled to all the benefits and burdens of Centre membership, excluding the right to vote at Centre and MSCC meetings.

Members of a Centre should have their membership of the MSCC or affiliated overseas club verified annually by whatever means the Centre decides in their rules or constitution (see Centre Organisation).

A member of the MSCC or an MSCC affiliated overseas club can attend any Centre's meetings or events.

## **5. CENTRE GOVERNANCE**

Centres can be governed by a variety of means, some deciding on a democratically elected committee, others will feel a less formal approach is preferable.

However, in all cases the NC requires that a Centre has one person who takes on the leadership role of Centre Secretary, the appointment of which must be ratified at an NCM.

## **6. CENTRE SECRETARY RESPONSIBILITIES**

The responsibilities of a Centre Secretary include:-

- Arrange and promote meetings and events.
- Ensure the Centre undertakes no events or actions which may cause litigation or disrepute.
- Welcome all members of the MSCC, its affiliated overseas clubs and occasional visitors.

- Ensure the financial security of the Centre.
- Ensure all members of the Centre have sight of its Rules or Constitution either by posting on the Centre website or hard copy.
- Ensure that a copy of the Centre's rules or constitution is lodged with the Centre Liaison Officer.
- Possibly avoid organising a local event on the same date as an MSCC organised national event.
- Respect confidentiality at all times and maintain a basic working knowledge of the data protection act.
- Liaise with the MSCC Membership Secretary regarding new members in the Centre's catchment area.
- Ensure that a written report is submitted on a monthly basis to the Editor of Miscellany.
- Attend the quarterly NCM or nominate a delegate. Confirm attendance with the Company Secretary.
- Ensure that a written report on the activities and status of the centre is submitted to the Company Secretary for inclusion within the agenda of an NCM.
- Notify the death of a Centre member to the MSCC Membership Secretary.
- Keep a record of Centre equipment and assets.
- Questions from Centre members about the day to day running of a Centre should be addressed in the first instance to the Centre Secretary.

## 7. CENTRE ORGANISATION

There is no legal requirement for a Centre to have a written set of rules or a formal constitution. However it is advisable for the following reasons:

- It is better to rely on clear rules rather than the general law.
- There will inevitably be disagreement as to the content of the rules if they are oral.
- Rules/Constitution can protect officers and members from personal liability.

To request examples of a constitution, contact the Centre Liaison Officer.

### 7.1 Centre Annual General Meeting (AGM)

- Notification of AGM – It is advised that a notice should appear in the 'Centre News' section of 'Miscellany' at least one month prior to the date of the meeting.
- Nomination of candidates for positions/officers' – the Centre Secretary should receive these in writing from the proposer, seconded by another Centre member and endorsed by the candidate. The Centre Secretary should check that all parties are eligible to participate i.e. current member of the MSCC and a member of the Centre.
- Agenda – any member wishing to submit items for the agenda should forward them in writing to the Centre Secretary a suitable period of time prior to the meeting.
- Voting rights – The MSCC recommend that a Centre should adopt a system of voting rights and write them into its rules or constitution.

### 7.2 Centre Financing

It is expected that Centres will be self-financing. Many levy a separate subscription to cover Centre running costs. This subscription should be kept to a minimum.

- Where a bank account is opened, the Centre name should feature in the account name and **not include** 'Limited' in the title.
- An interest free loan for substantial expenditure e.g. car badges can be made available from the MSCC. It is applied for in writing to the Company Treasurer stating:-
  - a) Details of purchase required.
  - b) Estimated period of loan.

It will then be put before the Finance Committee for approval.

- If a Centre or Centres wish to organise a major event e.g. a MOG, that Centre will not be required to finance such an event from its own funds. Any costs incurred will be underwritten by the MSCC subject to a budget having been approved by the Finance Sub-Committee and the NCM.

### 7.3 Centre Website

This will be controlled by a person who is responsible to the Centre Secretary.

Where advertisements are posted, the website must publish the following disclaimer:-

*BUYER BEWARE the ..... Centre of the Morgan Sports Car Club cannot be held responsible for the accuracy of the statements made in these advertisements whether as to the description of the goods themselves, their suitability or their quality.*

### 7.4 Centre Regalia

Centres may produce and sell regalia which is individual to that Centre. It must be borne in mind that the Morgan 'wings' logo and the Morgan 'silhouette' are owned by the Morgan Motor Company Limited. Whilst permission is currently granted for existing designs it must be sought for any new ones.

If there is any doubt relating to regalia advice should be sought from the Club's Regalia Officer.

### 7.5 Centre Communication

Not all Centres produce a separate newsletter and prefer to rely on "Miscellany" to maintain written contact. It should however be noted that space in Miscellany is limited and a Centre should not rely on the inclusion of copy in the 'Centre News' when large amounts of information have to be conveyed to the membership of the Centre.

It is important to maintain effective communication especially regarding short notice events and last minute changes or cancellations.

#### 7.5.1 Centre Letterhead

For use when communicating on behalf of a Centre to the following :-

- Third parties e.g. Hotels, Restaurants etc.
- MSCC
- Other Centres
- Centre members'

Any Centre communications, printed or electronic, must **NOT** include any details from the MSCC Ltd. letterhead as this can be misleading to third parties. They may however incorporate the Club's logo and state that they are a "Centre of the Morgan Sports Car Club".

#### 7.5.2 Communication with third parties 'ON BEHALF' of the MSCC Ltd.

The following individuals are authorised to correspond with third parties on behalf of MSCC Ltd:

- Club Directors
- Club Officers
- Centre Secretaries, with the permission of the Club Directors
- Specified Club members, with the permission of the Club Directors

In order to comply with Companies Act and other legal requirements, all paper communications with third parties (including letters and other documents attached electronically to e-mails) on behalf of MSCC Ltd, by persons authorised to do so must be made on official MSCC letter headed paper.

For the same reason, all e-mail communications with third parties **on behalf of MSCC Ltd** by persons authorised to do so must include the following information at sign off:

(Name) .....	Tel: .....
(Position) .....	Website: <a href="http://www.mscc.uk.com">www.mscc.uk.com</a>
The Morgan Sports Car Club Limited	
Registered Office: Dolphin House, Durford Wood, Petersfield, Hants. GU31 5AW	
Registered Number: 2595917 England	
VAT Registration number 276 7602 30.	

#### 7.5.3 Safeguarding Against Contravening the Data Protection Act

Permission must be obtained from an individual Centre member for their details to be circulated amongst Centre members and any other interested parties.

All communications in a group e-mail format are to be sent as **BLIND COPIES (Bcc)**

Records of lapsed members must be deleted.

In the event of a computer containing Centre members' details becoming obsolete or redundant the "Hard Drive" must be destroyed.

### 8. CHANGE OF CENTRE SECRETARY

In the event of any Centre Secretary leaving the position, the Company Secretary should be notified immediately using the "Change of Centre Secretary" form obtained from the Membership Secretary.

The replacement will be "Secretary Elect" until the position is ratified by the NCM.

The outgoing Centre Secretary will continue to receive details of new club members in their catchment area until the successor has been ratified at an NCM.

The Centre Secretary's contact details in Miscellany will not be changed until after ratification.

### 9. OUT OF POCKET EXPENSES ON AUTHORISED CLUB BUSINESS

MSCC has an expenses policy whereby all members can claim reasonable out of pocket expenses provided these are authorised and within the criteria set out in the policy.

For further information please contact the MSCC Treasurer.

### 10. CENTRE EVENTS

A 'Centre Event' is deemed to be any meeting or activity which is officially organised and advertised using the infrastructure of the MSCC, i.e. advertising at Noggins, in the Club's magazine and on the Club's website.

Centres working together is encouraged, maximising numbers whilst minimising work.

The MSCC organises competitive events and is affiliated to the Motor Sports Association (MSA) which is the governing body of motor sports in the UK. The MSCC is bound by the General Regulations of the MSA.

Offences committed under competition rules can carry a prosecution.

**MSA involvement is not required for a group of MSCC members motoring together on an informal non-advertised basis.**

Listed below are typical events which Centres organise:-

Touring Assembly (Scenic Run)	Requires a Certificate of Exemption (section10.2), and an MSCC signing on sheet (section15)
Treasure Hunt	Requires a Certificate of Exemption (section 10.2), and MSCC signing on sheet (section 15)
Concours	Requires a Certificate of Exemption (section10.2), and MSCC signing on sheet (section15)
Gymkhana	Requires a Certificate of Exemption (section10.2) and MSCC signing on sheet (section15)
Car Trial	Requires a Permit (section10.1) and MSA signing on sheet.
Track Days	Will require all participants to check with their insurance company. Requires signing on sheet, provided by the organisers.
Holidays in UK	Section 12
Holidays abroad	Section 12
Displays at shows	Many organisers now require a declaration that the vehicle is covered by normal motor insurance.
Lunchtime and evening meets.	
Non motoring events such as walks etc are covered by the MSCC Public Liability Insurance.	

If an event organiser is called upon to supply details of the MSCC Public Liability Insurance cover they should contact the Company Secretary.

It is the responsibility of each Centre to obtain the necessary Permits and Certificates of Exemption from the MSA.

### 10.1 MSA Permit is required for a:

- Race
- Sprint
- Hill Climb
- Rally
- Trial
- Autosolo
- Auto Test (an event based solely on a competitor's performance in manoeuvring)

Non MSCC participants are allowed if it is written into the regulations.

When a Permit is granted a public liability insurance indemnifying the club, organisers and participants, subject to compliance with the regulations of the meeting is provided up to £30 million.

This also covers the organisers whilst carrying out pre-event tasks such as checking the route or setting out a course.

### 10.2 MSA Certificate of Exemption

Grants the same public liability insurance indemnity as the Permit, but only covers the officials of the event who have to be members of the MSCC. The participants being covered under the road traffic acts by their own insurance.

Participants in events run under a Certificate of Exemption do not have to be club members.

Certificate of Exemption and MSCC signing on form which can be downloaded from section 15 of this document are necessary for:-

- Concours - This may include driving a prescribed route.
- Touring Assembly - (Scenic Run) an event with the primary object of assembling "tourists" at a point settled beforehand. A prescribed route may be followed with pre-arranged points but no limit of speed may be laid down and no requirement to visit points other than the final may be specified. A lunch, coffee or toilet stop are suggested not required. The MSA Route Liaison Officer (RLO) together with the local authorities (normally the police) of the geographical area involved must approve the route. Additional events may be included but only at the final point and there must be no awards.
- Treasure Hunt - An event involving the solving of certain problems in which the use of a car is merely incidental.
- Gymkhana - An event held wholly on private ground and in which no test is determined solely by the speed of the competing vehicle or the skill of the driver in controlling the vehicle and in which if there are to be timed tests there will be at least an equal number of untimed tests. Timing may not be to an accuracy of less than 5 seconds.

### 10.3 Obtaining Permits and Certificate of Exemption.

Permits & Certificate of Exemption can be issued months in advance.

One Certificate of Exemption can be issued covering several activities e.g. concours, touring assemblies and cavalcade, providing it is one event e.g. MOG.

**It is very important** that the Competition Secretary should be notified of all applications at the time of applying and again on receipt of the Certificate of Exemption or permit.

The MSA encourage the completion of the relevant form online, but certain problems are preventing this. So currently the MSCC is advising members to download and print off any relevant paperwork.

To download a form from the MSA website [www.msauk.org](http://www.msauk.org) from the Home page click on 'clubs' then 'forms' then 'event application'. Do **NOT** click on competition authorisation.

If an event requires the involvement of any MSA Route Liaison Officers (RLO) they can be contacted for route approval by any of the following:

- MSA officials year book
- By telephone: 01753 765000
- Details can also be viewed and printed from the website by going to <http://www.msauk.org> selecting the "Forms" tab and from this tab "Route Authorisation" from the drop down menu. From this page select "List of MSA Route Liaison Officers"

Complete any relevant paperwork and return it to the relevant agency together with the necessary fee.

**Permit:** In accordance with the MSA official year book, applications must be made at least four weeks prior to any announcement of the event.

**Certificate of Exemption:** it is realised that it is not always practical to comply with the above rule.

However you are expected to carry out the procedures as soon as possible, preferably at least four weeks before the event.

Relating to 'Touring Assemblies' an RLO may have different interpretations of the rules, but the procedure adopted by the MSCC is:-

- An indicated route is submitted to the relevant RLO and to a '*competent governmental or local authority*', this is taken to mean the Police, (the RLO should advise of the appropriate contact).

Each Centre can claim a **refund** from the MSCC of up to **six** Certificates of Exemption per. year.

**Reclaim fees** by forwarding the Certificate of Exemption to the Competition Secretary as soon as convenient after the event, remembering to state to whom the refund should be made payable.

When events are run under a Certificate of Exemption proof of legality and capability of drivers or their vehicles is not to be requested. All responsibility will remain with the individual.

**Attention is drawn to the MSCC CHILD PROTECTION POLICY at all events and meetings.**

## 11. EVENTS CHECKLIST

This section is intended for organisers of competitive events of all types but there are some points of general interest. For the complete version and further information contact the Competition Secretary.

**Outside catering:** - The club is held responsible when bringing catering on site. Written confirmation that the facility complies with hygiene regulations etc. from the local authority should be obtained. Permanent venues should have already done this with their contracted caterers.

**The Secretary of the meeting:** - is responsible for organisation and administration pre, during and post the event.

**The Clerk of the Course:** - is responsible for the actual running of the event on the day

**Stewards:** - are responsible for reviewing any decision made by the Clerk which is appealed against.

This Checklist of items is not exhaustive but includes:-

- Obtain written permission from the landowner, in the case of a permanent venue this is probably going to be in the form of a contract.
- Decide who will be eligible to enter i.e. MSCC members driving Morgans or invited others.
- Work out a budget for all known costs and likely entry.
- In consultation with the Clerk of Course write up the regulations as laid out in the MSA year book. A DVD copy is available from the Competition Secretary or accessed from [www.msauk.org](http://www.msauk.org)
- Issue invitations to other invited clubs.
- Publicise the event through Miscellany and/or the club web site.
- Make the regulations and entry form available.
- Recruit admin. staff and marshals.
- Arrange photographer and reporter for Miscellany.
- Order trophies.
- Charge radios.
- Prepare notices.
- Prepare signing on sheets.
- MSA warning signs must be displayed.
- Where the event is to be off road i.e. Car Trial, consider having a First Aid provider available.
- Where the event is to be off road i.e. Car Trial, make a note of the geographical location of the site i.e. post code and or GPS co-ordinates. These are especially useful for air ambulance.
- Where the event is to be off road i.e. Car Trial, ensure the use of radio or electronic communication between the Clerk of the Course, each section and the emergency service providers.

- Where the event is to be off road organise a working party to set up course.
- Ensure that all participants sign on and show the necessary paperwork. Under 18s must be countersigned by a parent or guardian who must be present throughout the event.
- Any media signing on should be reminded that parental permission should be sought before taking photographs of children.
- Under MSA rules **Spill Kits** are to be available at competitive events. For further information contact the MSCC Competition Secretary.
- Display the provisional results, which become final when any protest or appeal has been resolved.

**At a Permanent Venue** the following items should already have been addressed, but it is better to check.

- Inform the local hospital, police and ambulance service.
- Carry out a risk assessment on the venue. This should note uneven ground etc. and if the venue does not keep spectators physically apart from moving vehicles, guidelines should be issued to marshals as to safety zones where spectators should not be present.
- If the venue does not have a permanent course, or appropriate course. Courses need to be designed bearing in mind that if someone gets it wrong through over-exuberance there has to be a safety margin.
- Notify Health & Safety Executive of any injury involving hospitalisation.

## 12. CHILD PROTECTION POLICY

The Motor Sports Association (MSA) requires all car clubs under its jurisdiction to appoint a Child Protection Officer (CPO) and to have a Child Protection Policy consistent with the MSA's own full Child Protection Policy, including:

- A policy statement.
- A simple code of practice governing how the club runs, covering:
  - Recruitment of staff or volunteers who will be in contact with children.
  - The prevention of abuse of children whilst at club events.
  - What to do if abuse is alleged or suspected to have occurred.

The NCM has adopted a Child Protection Policy and Checklist (see below), both of which have been agreed by the CPO of the MSA.

The MSA Child Protection Policy and the MSCC Child Protection Policy are lodged with the MSCC CPO who should be contacted if a copy is required.

The MSCC CPO represents the club and all its Centres but Centre Secretaries are advised to:-

- Familiarise themselves with these documents.
- **Use a common sense approach to the issue of photography in accordance with the MSCC Policy. Parents should always be consulted before photographing children and publishing in a Centre newsletter, website or Miscellany.**
- Keep a copy of the checklist with them at Centre events for quick reference.
- Follow the guidance should an incident occur or an allegation be made, remembering that the club's only responsibility is to report to the authorities, not to carry out a full investigation or make judgements.

## 12.1 Child Protection Checklist

If a child says that he or she has been abused the following actions should be taken:-

- Listen to the child but do not ask leading questions (see MSCC Child Protection Policy).
- Seek medical treatment if needed and inform the doctor that it may be a child protection issue.
- Discuss your concerns immediately with the MSCC Child Protection Officer if available.
- Seek advice from the local Social Services Department or Police. **Ensure you add their contact details to this guidance.**
- Expert advice is available from the NSPCC Helpline: 0808 800 5000 or Childline: 0800 1111.
- Make a signed and dated record and give it to Social Services and/or the Police and to the MSCC Child Protection Officer. The record should include:-
  - Your name
  - The child's details (name, date of birth, address, parents' details)
  - Date and time of any incident
  - What the child said
  - Action taken including details of any agencies contact

## 13. CENTRE TOURS, HOLIDAYS & WEEKENDS BREAKS

Centres arrange these in two ways:

1. Make a reservation with an established tour operator. In doing so they must have confirmation that the operator complies with the 1992 Package Travel (etc) Regulations (SI 3288 1992). Making arrangements with any company, organisation or individual not complying with the regulations is completely unacceptable.
2. A member makes a reservation for accommodation, tourist attractions etc. (including planning scenic runs) and ferry travel if overseas.  
This may, or may not, be regarded as a 'package' as defined by the regulations, so the Centre Secretary or the member responsible should contact the MSCC Travel Co-ordinator for advice.

### 13.1 Private Groups

It is appreciated that groups of MSCC members take holidays together and "do their own thing" with travel and accommodation arrangements. Such arrangements are not subject to the 1992 Regulations.

However any member involved in such arrangements must note:-

- The arrangements are purely private and in no way associated with the MSCC, which means they cannot be advertised to other members using the infrastructure of the MSCC.
- No reference to the MSCC may be made when arranging accommodation or other services.
- No places on the tour may be offered to members, other than the original group.

#### 14. LOCATION OF MSCC AND CENTRE EQUIPMENT

The following is a list of assets held by Centres and the Club. Centre Secretaries are encouraged to keep this list up to date by advising:

- The Centre Liaison Officer regarding changes to Centre assets.
- The Club Treasurer regarding changes to and movements of the Club assets.

CENTRE AND MSCC EQUIPMENT			Issue No 1 Date .....
LOCATED	CENTRE	MSCC	EQUIPMENT
Brighton			
Bristol			
Channel Islands			
Chester, Wirral & N.E. Wales			
Cornwall			
Cranfield	√	√ SK	Car Trial equipment & Spill Kits (SK)
Cumbria			
Donnington			
Durham & North East		√ SK	Gymkhana Equipment & Flag Pole
East Anglia			
Eastern Counties			
Gloucester			
High Peak	√	√	2 Gazebo's & Gymkhana Equipment
Isle of Man			
Leicestershire			
Lincolnshire	√	√ SK	Car Trial equipment & Spill Kits (SK)
London			
Mendip			
Midland	√	√ SK	Car Trial equipment & Spill Kits (SK)
Mid Wales and Borders			
New Forest			
Northern			
Oxford			
Plymouth			
Scotland			
Sherwood Forest			
South Coast			
South East			
South Wales			
Staffordshire	√		Games on the Lawn Equipment
Stamford & Peterborough			
Thames Valley			
Warwickshire	√		Gymkhana Tool Board
Wessex		√	Exhibition Stands
Yorkshire	√		Stakes, Ropes & Cones - Gymkhana equipment - Flag Pole
Competition Secretary		√	Walkie Talkies, Hi Viz bibs & MSCC officials Lanyards
Regalia Officer		√	MSCC Banner and Flag
Company Secretary		√	Public Liability Certificate (Original available on request)
Past Chairman (BL)		√	PA System

